DOCUMENT RESUME

ED 195 649 CE 026 290

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TITLE Careers (A Course of Study). Unit VII: Now that You've Got the Job--How Do You Keep It?
INSTITUTION Fullerton Union High School District, Calif.
NOTE 50p.: For related documents see CE 026 284-292.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Behavioral Objectives: *Career Change: *Career Education: *Disabilities: Employee Attitudes: *Employer Employee Relationship: High Schools: Instructional Materials: *Interpersonal Competence: Learning Activities: Peer Relationship: Prevocational Education: Tests: *Work Attitudes

ABSTRACT

Designed to enable special needs students to learn how to hold a job and how to change jobs when necessary, this set of activities is the seventh unit in a nine-unit secondary level course intended to provide handicapped students with the knowledge and tools necessary to succeed in the world of work. In the first chapter entitled "How Do I Keep My Job?" good and bad work habits and attitudes are covered in six activities which involve the analysis of hypothetical situations, discussion of basic work habits, and discussion of common causes of promotions and firings. A total of fourteen hypothetical situations on the subject of getting along with employers and co-workers are presented for analysis in chapter 2. Reading and discussion questions supplied in the third chapter on changing jobs cover assessing one's true feelings about his or her job, quitting a job, steps to take after being fired, and resigning. A posttest concludes this unit. (The other eight course units which include activities on job search methods, job applications, job-related forms, job interviews, changing careers, and budgeting are available separately--see note.) (MN)

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ED195649

CAREERS

(A Course of Study)

UNIT VII

NOW THAT YOU'VE GOT THE JOB - HOW DO YOU KEEP IT?

CE 026 290

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UNIT VII: NOW THAT YOU'VE GOT THE JOB - HOW DO YOU KEEP IT?

Objective: The student will know the things to do to <u>hold</u> a job and how to change jobs when necessary.

UNIT VII: NOW THAT YOU'VE GOT THE JOB - HOW DO YOU KEEP IT?

Objective

Introduction

Pre-Test

Vocabulary

CHAPTER 1: How Do I Keep My Job?

Activity 1: You've Found A Job-But Can You Keep It?
The Sad Story of Joe Simms

Activity 2: The Happy Story of Fred Kales

Activity 3: Hints On Keeping Your Job

Activity 4: Do You Know?

Activity 5: Get That Promotion

Activity 6: Who Would You Choose?

CHAPTER 2: Getting Along - Parts 1&2

Activity 1: Sherrie

Activity 2: Candy

Activity 3: Joni & Karen

Activity 4: Carol

Activity 5: Al

Activity 6: Linda

Activity 7: Bill

Activity 8: Lee

Activity 9: John

Activity 10: Jan

PART 2 - Getting Along With Your Co-Workers

Activity 1: Terri

Activity 2: Jim

Activity 3: Darlene

Activity 4: Is This You?

CHAPTER 3: Changing Jobs

Introduction: Where Do We Go From Here?

Activity 1: Do You Really Like The Job?

Activity 2: Quitting Your Job

Activity 3: What To Do If You're Fired

Activity 4: Moving On (Resigning)

Post-Test

Anyone can find a job, the trick is holding on to one. In this Unit you will learn what an employer expects from an employee, how to be good on the job and how to move from one job to another. We hope that this Unit will teach you some new things and answer some of your questions about the world of work.

HOW MUCH DO YOU KNOW?

1. Give 3 reasons why people lose their jobs.

2. What is unemployment compensation?

3. If you have to miss a day of work, what should you do?

4. What does an employer look for in an employee?

5. If the boss tells you to do something his way and you think you know a better way, what should you do?

6. Why should you get along with others on the job?

7. What should you do if you get fired?

8. How you dress at work is your business. TRUE____ FALSE____

WORDS YOU SHOULD KNOW BEFORE YOU START

Read over this list of words with your teacher before you start. Talk about them.

1. cash register
2. clerks
3. complaints
4. co-worker
5. continuing education
6. customer
7. department
8. dishonest
9. fired
10. giving notice
11. habit
12. honest
13. laid off
14. manager
15. opportunity
16. personnel
17. problems
18. promotion
19. raise
20. receptionist
21. record
22. responsible
23. reward
24. salary
25. secretary
26. severence pay
27. suggest
28. supervisor
29. terminate
30. transfer
31. unemployment compensation

YOU'VE FOUND A JOB, BUT CAN YOU KEEP IT?

Most Americans change jobs at least five times in their lives. BUT - not all those job changes mean the same thing! For example:

THE POOR STORY OF JOE SIMMS:

Joe's first job was as a stock clerk in the "men's clothing" of a big store. He was to put stock on racks and put price tags on the clothes. Joe S. thought it was a stupid job. He goofed off whenever he had a chance. The salesclerks and the buyer were always angry at him. Finally Joe S. quit. He figured he could get another job just as good.

Joe S.'s first boss would not give him a reference as a good worker, so Joe S. had a tough time getting another job. Finally he went to work as a delivery boy. It paid a little more, but he had to be outdoors in all kinds of weather. One cold day, Joe S. quit that job.

Alex L. played it dumb. Now he's looking for his third job in two years. He is known as a goof-off. His chances for getting another job are mighty small. Even if he wises up, he will have to start at the bottom again to prove he can be a good worker.

Were these changes in jobs good or bad? Explain.

_____

_____

UNIT VII

HOW DO I KEEP MY JOB?

CHAPTER 1

UNIT VII
CHAPTER 1
Activity 2

THE HAPPY STORY OF FRED KALES:

Fred K. took the stock clerk job when Alex L. quit. He was no fool. He did his work, got in on time, and tried to get along with the salesclerks. After a few months, one of the salesclerks left. Fred K. applied for that job. He got it. Paul S. is playing it smart. He is not going to quit his job until he gets a better one. Meanwhile he is doing his work and getting known as a good worker.

How was Fred Kales smart? Explain.

_____

_____

Some people keep moving from one job to another. The work is different, but it isn't any better. It is no more interesting than the last job, and it doesn't pay any more. Other people use their jobs as stepping stones to work that is more interesting and better paying. Which will you be?

_____

_____

HINTS ON KEEPING YOUR JOB

If you have just landed a good job after many months of hunting you may feel that it is time to relax. But, this is the worst time to take it easy. The real job is about to begin. You have shown that you're good enough to get the job, now you must show that you are a good enough worker to keep it. Here are rules to follow. Follow these and there is a good chance that you will still have a job a year from now.

Take this list to your teacher or to a friend and talk about these rules with them.

1. BE ON TIME. Why?
2. DRESS CORRECTLY. Why?
3. CALL THE BOSS IF YOU CAN'T COME TO WORK. Why?
4. DO ALL THE WORK THAT HAS TO BE DONE. Why?
5. DON'T PLAY AROUND ON THE JOB. Why?
6. GET ALONG WITH EVERYBODY. Why?
7. NEVER SAY, "NUT THAT'S NOT MY JOB." Why?
8. LEARN TO DO YOUR JOB WELL. Why?
9. FOLLOW DIRECTIONS. Why?
10. DON'T BE UPSET BY CRITICISM. Why?

If you were a boss would you keep people who had any of these problems?_____Yes or No_____

Why?_____

_____

_____

Discuss with the teacher or a friend;

Why do you think that you will make a good worker? Explain your feelings.

_____

_____

DO YOU KNOW?

List 5 reasons why an employer might fire a worker.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

GET THAT PROMOTION

You want to get ahead in your field of work. You want to plan for your future ten or twenty years from now. You want to get regular raises and promotions to more interesting jobs with more responsibility. How are you going to get ahead? How can you plan now for a better life tomorrow? Here are some steps you can take to prepare yourself for advancement.

* Do your job well.
* Take your job seriously. This is absolutely necessary if you plan to apply for a supervisor's job.
* Be willing to do extra jobs or work longer hours when the work load requires it.
* Check with your high school and junior college to see what adult training courses are being offered in your city.
* Watch for opportunities to get ahead. You can prepare yourself for a promotion by getting more job training. Ask your boss or supervisor about the type of training you need for your promotion. You may need to enroll in a night class with other adults who want to improve their skills.
* Check with your state employment service for possible training courses available to you. You may be able to earn while you learn.

MOVING UP

you have now explored some of the vital questions about jobs.

WHO WOULD YOU CHOOSE?

You are the owner of a small supermarket. Within the next three days you must pick a new assistant manager. The choice is between two good workers, Fred and John, whose work records appear below. Tell who you would pick and why.

JOHN DAVIS: John has workedin the market for the last 5 years. He is a hard worker, and will do anything that he is asked to do. John is willing to put in as much overtime as is necessary to get the job done.

FRED CLARK: Fred has been employed in the market for three years. When he sees that something needs to be done, he does it on his own. Fred is always coming up with suggestions for increasing the market's business. He does not like to put in overtime.

UNIT VII

GETTING ALONG

CHAPTER 2

PART 1: Getting Along With Your Employer

PART 2: Getting Along With Your Co-Workers

GETTING ALONG

In this chapter, we are going to look at many different people on their new jobs. Some of these people are having trouble. Let's see what they are doing so that maybe we won't have to make the same mistakes someday.

Part 1 talks about getting along with your employer.

Part 2 talks about getting along with your co-workers.

Read each of the stories on the next few pages and answer the questions.

UNIT VII

GETTING ALONG WITH YOUR EMPLOYER

CHAPTER 2 - PART 1

SHERRIE

Read the stories and answer the questions.

A number of customer complaints were made to the manager of a small department store about the poor service given by the sales clerks. Most of the complaints took place during the hour between noon and 1 p.m. As the long-time sales clerks got their choice of lunch hours, most of them went to lunch between noon and 1 p.m. This left the newer girls, who had less practice, to handle the customers during this time.

There are many customers at this time, and the manager asked that all the employees be on the floor during this hour each day. Lunch hours were to be taken only between 11 a.m. and noon, or between 1 p.m. and 2 p.m. Sherrie had been taking her lunch hour at noon since she began working in the store six months ago. Since she always had lunch with a friend, Sherrie kept going to lunch at noon. The manager knew this and warned her that if she did it anymore, she would be fired. Sherrie thought she had "earned" the right to a noon lunch hour. She felt the manager was being unfair.

1. What would you say was Sherrie's problem?_____

_____

_____

2. Should Sherrie be allowed to have lunch at noon?_____

_____

_____

3. What would you do to solve this problem?_____

_____

_____

CANDY

Candy, 18, was a bookkeeper for a nearby service station. She was just hired for this job, and Mr. Jones, her employer decided to test her honesty. He placed 35¢ extra in the cash register to see what she would do about it. Candy kept the 35¢ for herself because it was "over." She knew that she should record it in the "cash short and over" book, but she was dishonest. Her employer fired her. He told her that if she would take a little money now that she might take a lot of money later.

1. What would you call Candy's problem?_____

_____

_____

2. Did Candy act dishonestly?_____

_____

3. Did Candy's employer do the right thing by firing her?_____

_____

_____

UNIT VII
CHAPTER 2
Activity 3
Part 1

JONI AND KAREN

Joni and Karen are secretaries in a large company that makes space rockets. Joni always gets to work 10 to 15 minutes late, then goes to the ladies room to put on her make-up. She gets to her desk about 8:30. Karen always arrives at her desk right at 8 a.m. and begins her work. Even though Joni has better secretary skills than Karen does, Karen got a raise when it came time for salary review and Joni didn't.

1. What do you think is Joni's problem?_____

_____

_____

2. Do you think Joni's boss had a right to hold back her raise for not coming to work on time?_____

_____

3. If you were Joni, what would you do to get the boss to give you a raise next time?_____

_____

_____

CAROL

Carol, age 17, was a waitress at a Greyhound bus stop restaurant during the summer between her junior and senior years in high school. . When the buses were in, all the girls were very busy waiting on customers; but after the buses left, most of the girls sat down to drink a coke, eat, or just relax. Carol never sat down on the job. She kept busy cutting up lemons for tea or filling napkin holders and salt and pepper shakers. She could always see what needed to be done, and she did it. The restaurant manager notices her and gave her a $2 per shift raise.

1. If you were Carol's boss, would you have given her a raise? Why?_____

_____

_____

2. Do you think that time seems to pass faster when you are busy?

_____

_____

3. Doing things on your own is not always rewarded with a pay raise right away. If you felt that no raise in pay would happen, would you still look around to see what needs to be done and do it? Why or why not?_____

_____

_____

_____

UNIT VII
CHAPTER 2
Activity 5
Part 1

AL

Al, 20, worked at Truman's Garage. He was really slow in doing brake jobs for customers. When his supervisor tried to show him how he could do it faster, he wouldn't listen. He said that his way was the best even though it was slower. Al had shown the same kind of thinking about other jobs around the garage, always doing things his way - whether his way was best or not. His supervisor finally had to fire him because he was not willing to learn.

1. What was Al's problem?_____

_____

_____

2. Could Al's boss have done anything to make Al a better worker?

_____

_____

3. What would you have done if you had been his boss?

_____

_____

UNIT VII
CHAPTER 2
Activity 6
Part 1

LINDA

Linda, 18, is a numbers typist for a bank. Her employer gives her directions on how to type the charts for each job. Sometimes Linda changes the charts a little, thinking her way is better. But, later the work is returned to be retyped. After spending two days retyping some work, her employer said to her that if she did not follow his directions again, she would be fired.

1. What would you say Linda's problem was?_____

_____

_____

2. If Linda's way is the better way, should she do it the way she wants to?_____

_____

_____

UNIT VII
CHAPTER 2
Activity 7
Part 1

BILL

The Do It Yourself Store hired Bill part time to stack lumber, make deliveries, and assist wherever needed. His jobs for each day were never known ahead of time, but he was given directions each afternoon when he got to work. Last Tuesday he was stacking lumber. When he finished the job, early in the afternoon, his boss told him to take off early since everything seemed to be caught up. The next day Bill didn't show up for work at all. When he came in on Thursday afternoon, the boss told Bill he was fired. That Wednesday morning the store had made a lot of sales which were to be delivered that afternoon. Since Bill didn't show up or call in, the manager hired another boy to make the deliveries.

1. What would you say was Bill's problem?_____

_____

_____

2. Did the manager treat Bill badly?_____

_____

3. If Bill was sick what could he have done to save his job?

_____

LEE

Lee, 18, just got out of high school and has her first job as a receptionist in a savings and loan company. She is very excited about her job and smiles at everyone who comes into the bank. Many people stop to chat with her just because she seems so friendly. She looks forward to going to work every morning and is sorry when her workday is over. Lee can hardly wait to get home each night to tell her family and friends about the interesting and exciting things that happened to her at work.

1. What do you think of Lee?_____

_____

_____

2. Do you think Lee's excitment will help make her a happy person? Give your reasons._____

_____

_____

UNIT VII
CHAPTER 2
Activity 9
Part 1

JOHN

John was a checker in a big grocery store. He was a good worker and never late for work. However, he made at least one mistake a day on his cash register because he tried to ring up the groceries too fast. The manager became tired of seeing notes in John's cash register each day telling about his errors, so he went to speak to John about it. He suggested that John should slow down a little and try to be more carefull. John became very upset and quit his job because he could not handle being told how to do his job better.

1. What would you say was John's problem?_____

_____

_____

2. If you were John how would you have handled this?_____

_____

_____

_____

JAN

"I don't like working for Mr. Gordon," said Jan to her friend, Jackie, one day at lunch. "I'd rather work for Mr. Todd; at least he takes good cases."

A lady at the next table overheard Jan and Jackie's talk and, since she was a friend of Mr. Gordon's wife, she could hardly wait to tell her what she had heard. Mrs. Gordon told her husband, and soon there got to be bad feelings at the office.

1. What would you say Jan did wrong?_____

_____

_____

2. Whose fault was it for the bad feelings in the office?

_____

_____

_____

3. If you don't like your job, who can you speak to about it?

_____

_____

_____

4. If you find that you complain to everyone you know about your job, what should you do?_____

_____

_____

UNIT VII

GETTING ALONG WITH YOUR CO-WORKERS

CHAPTER 2 - PART 2

UNIT VII
CHAPTER 2
Part 2
Activity 1

TERRI

Terri is enrolled in an ROP class. Each morning she goes to class and in the afternoon she works part time in a dress shop. Last Wednesday morning she learned how to work the cash register and put in the tape. On Thursday afternoon, at work, she heard one of the sales clerks say that her cash register was not working right. Another sales clerk tried to fix the machine but couldn't. "I'll just wait until the manager gets back from lunch," said the first clerk.

Tracy went up to the other two women and said, "I think I can fix it."

One of the women said back, "What do you know about cash registers?"

Terri was angry at what the workman said, and knowing she could fix the machine, said, "I'll show you how to fix it." She pushed in front of the other women, opened the door, put in the tape, and pushed the "no sale" key. The cash register worked! Terri, feeling she had proved a point, walked back to her own work without saying a word.

1. What would you say was Terri's problem?_____

_____

_____

2. Did **Terri** prove a point? _____

_____

_____

3. If you were **Terri** how would you have handled this?

_____

_____

_____

JIM

Jim, like everyone, likes to get a pat on the back for a job well done. However, the supervisor in his department doesn't say too much about Jim's work. Sam is a very good worker and really cares about how well he does his job. He gets a lot of pats on the back. Sam handles these things well and all the employees like him - except for Jim, who just can't stand to see Sam getting so much praise. After watching the supervisor talk to Sam for doing a fine job on a hard job, Jim said to Sam, "I bet you think all that butter will get you a raise." Sam looked up, said nothing, and kept working. Jim went on, "Too good to talk with me, huh? Now that you and the boss are so buddy-buddy, I guess you can't talk with the guys!"

1. What would you call Jim's problem?_____

_____

_____

2. If you were Sam how would you deal with Jim?_____

_____

_____

3. How can you get "patted on the back" by your boss without hurting your friendships with other workers?_____

_____

_____

_____

DARLENE

Darlene, 18, began her first job as a clerk typist in a large manufacturing firm. Nan, one of the other typists, was especially friendly toward Mary, and they began to spend all their coffee breaks together. Nan was a gossip, and everyone knew it. Although Darlene didn't gossip, she listened to Nan talk about everyone else in the department. Darlene soon found that many other workers were very cool to her.

1. Why do you think her co-workers were not friendly to Darlene?

_____

_____

_____

2. If you were Darlene, how would you have handled your friendship with Nan and the other workers in your deparment?

_____

_____

_____

UNIT VII
CHAPTER 2
Part 2
Activity 4

IS THIS YOU?

Think about these things that turn people off.

	Date	I do this a lot	I want to change	Date	I have made a change
1. I talk too much.					
2. I curse when I am angry.					
3. Put my feet on tables and seats.					
4. I rush through doors, into elevators, etc., without thinking of other people.					
5. I am sure my ideas are right.					
6. I am moody a great deal of the time.					
7. I lose my temper often.					
8. I am too serious most of the time.					
9. I swear a lot.					
10. I yawn loudly when the teacher talks to the class.					
11. I talk behind people's backs.					
12. I am usually late.					
13. Sometimes I don't say hello to friends.					
14. I am often mean to others.					
15. I am sometimes dishonest or tricky in little ways.					
16. I am always borrowing money.					
17. I am careless of other people's belongings.					
18. I don't like to share.					
19. I talk too much.					

	Date	I do this a lot	I want to change	Date	I have made a change
20. I don't talk to others much.					
21. I always put things off.					
22. I think practical jokes are fun.					
23. I have little sense of humor.					
24. I don't care about success.					
25. I interrupt other people when they are talking.					
26. I irritate others.					

UNIT VII

CHANGING JOBS

CHAPTER 3

WHERE DO WE GO FROM HERE?

Getting a first job and keeping it are two important steps in the life-long career. There is a third step that also has to be looked at. Should you stay on this job? Is it right for you? It is a good sign to be thinking for yourself and for your career. To look at your job in a well-planned way can be a good thing to do. To work without knowing what makes you unhappy can be no dish of ice cream! To find out where you are with your job, ask yourself some of the questions on the next few pages....

DO YOU REALLY LIKE THE JOB?

Ask yourself these questions:

YOUR JOB:

Do you like what you are doing?

Are you able to do the work?

Are you happy with the work?

Are you bored with the work?

YOUR CO-WORKERS

Do you like your co-workers?

Do you get along with them most of the time?

Are you making the kind of friends you want on the job?

Do they like you?

Are you happy to stay working with these people much longer?

YOUR SUPERVISOR

Do you like your boss?

Do you fight with your boss?

Are you having to be told to stop making errors more often than your boss thinks you should?

Are you being told you're doing a good job?

YOUR FEELINGS ABOUT YOUR JOB

Are you happy with the way the job is going?

Are you getting along with your employer?

Are you getting the raises or promotions you think you should?

Are you given the jobs to do that you think you should have?

Are you getting the training you feel you need, to keep up with changes on the job?

You may find through asking these and other questions like them that you like where you are and what you are doing - that's good.. It is almost impossible to feel happy with your job all the time. Most people, though, are happy with what they are doing and don't want to make a change. Some people ask questions like these and find they are not happy. Being unhappy is not good, when it is about the big thing in your life, like your job. If you feel that way you should begin to look for a job where you will be a lot happier again. But, don't quit this job till you get your new one! Now you should know more about what you want in a job the second time around.

If you like the employer you are working for, but don't want to stay on the same job, you should first look around right where are are. Maybe you are working for a department store in the warehouse and think you would like sales work. Ask for a transfer. If you have a good work record your boss is likely to think hard about your transfer. Maybe you are working as a driver for a soft drink company and think you would rather work inside the plant. Ask the people in the personnel office about a job change. Don't feel you have to change employers <u>just</u> because you want to change jobs.

QUITTING YOUR JOB

Most people have many different jobs during their working lives. There is no rule that says you must stick with a job you don't like. If your job leads to a dead end, it is time to move on. Don't rush into anything.

Plan your moves carefully. Do not leave your old job until you have a new one all lined up. If you leave your job with no place to go, it may be months before you find a job you like. Living on soup and peanut butter can be pretty boring!

Even when you have found a new job, you can't just walk off your old one. You must tell your boss about your plans at least two weeks before you plan to leave. This is the right thing to do. Fail to do it, and word may get around that you are not a worker that can be counted on. You can do it in writing or tell him.

1. Is it okay to just walk out on a job?_____

_____

_____

2. How many weeks notice should you give your boss?

_____

WHAT TO DO IF YOU'RE FIRED

Read this and answer the questions:

There is another reason that people change jobs. People get fired. Being fired is nothing to feel bad about. It happens to almost everyone at least once. In some jobs, some people are fired or "laid off" whenever there is not enough work. These people are not fired because they are bad workers. They are laid off because the company can no longer afford to pay them. When business picks up, these workers will be hired again. But, most people are fired because they were not doing a good job. In the same way that a worker must tell the boss when is going to quit, the boss should tell the worker early if he is going to lose his job. If the boss does not give his employee early notice, he must pay the person a bonus to make it easier till the man who was fired can get another job. This is known as "severance pay."

If you are fired from a job you have had for some time, you can collect money from the government. This is called "unemployment compensation." It is given to you for a short time to help you put food on the table while you are looking for another job. Students who work part time do not get unemployment compensation.

When you lose a job don't panic. While being fired does not feel good, it is not the end of the world. Try to learn from it. What mistakes did you make on the job? Where do you need to improve? Find out where you went wrong and then do things differently on your next job.

Being fired teaches you that you need to make changes in how you work. Were you always late? Did you talk back to the boss? Did you cheat? Being fired gives you a chance to make changes in your life so you can be a better person.

1. Why is being "laid off" different than being fired?_____

_____

_____

2. What "bonus" does a boss give you if he does not give you an early notice that you are being fired?_____

_____

_____

3. What is "unemployment compensation?"_____

_____

_____

MOVING ON (RESIGNING)

Please do these:

1. List five (5) good reasons for resigning. (moving on)

2. You should know how to quit a job. List two (2) ways.

3. List five (5) reasons for being fired.

4. What should you do if you are fired. List two (2) things.

_____

_____

UNIT VII
Post-Test

HOW MUCH DO YOU REMEMBER?

1. Give 3 reasons why people lose their jobs.

2. What is unemployment compensation?

3. If you have to miss a day of work what should you do?

4. What does an employer look for in an employee?

5. If the boss tells you to do something his way and you think you know a better way, what should you do?

6. Why should you get along with others on the job?

7. What should you do if you get fired?

8. How you dress at work is your business. TRUE____ FALSE____